

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3850

**TITLE:** Housing Services Specialist III

**GRADE:** S-23

**DEFINITION:**

Under general supervision, uses specialized housing skills, management knowledge and a high degree of initiative and independence in providing supervision of professionals performing two or more of the following functions within the Public Housing and Rental Programs or the Section 8 Program: occupancy, property management, inspection, and/or contract administration; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

Positions allocated to this class supervise a group of Housing Services Specialists performing a variety of work within a multi-faceted Section 8 or Public Housing program.

**ILLUSTRATIVE DUTIES:**

Performs quality control audits and inspections;  
Handles difficult clients/complaints and emergency situations;  
Prepares and presents management reports;  
Participates in the development of policies, procedures and budgets for current and new programs;  
Instructs staff in the interpretation and enforcement of tenant-landlord regulations and compliance with federal, state and local housing related laws and regulations;  
Assigns caseloads and reviews work of staff;  
Reviews and approves Housing Assistance Payment requests;  
Assists in the development and implementation of outreach programs;  
Makes presentations to landlords, related industries, firms and the public at large;  
Writes or assists in writing grant proposals;  
Provides a liaison with other County agencies for interagency programs;  
Acts in the absence of the Program Supervisor; and  
May supervise support personnel.

**As a Supervisor Within the Public Housing and Rental Programs**

Supervises the work of professional staff responsible for occupancy and property management

work within the Public Housing and Fairfax County Rental Programs, which consists of over 650 housing units;

Serves as a hearing officer at first-level, informal hearings for tenants who have allegedly

Supervises the work of staff responsible for evening and weekend security reviews; and

Supervises lease termination process, monitors delinquent accounts and initiates legal action when necessary.

**As Property Manager of Federally-Subsidized Section 236 Properties**

Supervises waiting list management, tenant interviewing, selection and orientation, interim and annual tenant recertification and rent determination;

Oversees applicant and tenant conferences and grievances;

Investigates and takes action against fraud;

Recommends eviction actions, works with attorneys and testifies in court when necessary;

Coordinates and provides a point of contact for government and limited partner property inspections and audits;

Working with other County agencies (FCPS, Police and Fire Departments, Office for Children, Recreation, etc.), civic and church organizations, plans and oversees development of resident and community relations, self-sufficiency and crime prevention programs;

Prepares Housing Assistance Payment requests;

Administers/monitors contract property improvements, grounds keeping, painting, extermination, major repair work, moving, custodial services and fire extinguisher maintenance/replacement services and;

Oversees the work of lower level staff and/or private companies managing scattered properties.

**As a Section 8 Program Supervisor**

Supervises occupancy, inspection, and contract administration work for existing and/or new construction and moderate rehabilitation Section 8 Program units/projects;

Supervises the work of professional staff responsible for 600 to 1,000 units of Section 8 Rental Assistance;

Serves as a Public Housing hearing officer and a Section 8 hearing observer; and

May oversee the inspection function, and investigate and document incidents of alleged program abuse/fraud, and bring such cases to closure through hearings.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Extensive knowledge of, and ability to interpret, implement and explain federal, state and local housing assistance regulations;

Understanding of the issues involved with the tenant pool served;

Knowledge of human services facilities and programs available to County residents;  
Knowledge of security issues involved with public housing;  
Effective oral and written communication skills, including public speaking skills;  
Effective supervisory and training skills;  
Negotiation skills;  
Investigation and fraud detection skills;  
Ability to plan and supervise the work of others;  
Ability to establish and maintain effective, cooperative working relationships with tenants and professionals in the residential, business and human services communities;  
Ability to meet deadlines;  
Ability to evaluate bids and monitor contractors;  
Ability to utilize word processing and spreadsheet software.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to:  
Graduation from an accredited four-year college or university with a bachelor's degree in sociology, psychology, public administration or a related field; PLUS  
Four years of experience in the field of human relations, Section 8, or property management.

**CERTIFICATES AND LICENSES REQUIRED:**

Certification as a Public Housing Manager within one year of employment may be required for some positions, depending upon area of assignment.  
Possession of a valid Motor Vehicle Driver's License may be required for some positions, depending upon area of assignment.

REVISED:    October 5, 1988  
REVISED:    July 7, 1997